



Adding Related Documents to your Application

After submitting your application online, return to your Dashboard and click on the Details link for this application. Forms are available at <http://www.tn.gov/lawexaminers>. A list of items will display.

My Dashboard

My Applications

	Application Title	Due Date
 Details	Click the Details link for the Application	01/10/14
 Details	Application for First Time Applicants - February 2014	01/10/14

Please Select from one of the applications below:

YOU MUST ADD A .PDF OF YOUR NCBE APPLICATION WITH ALL ATTACHMENTS.

To add the .pdf of your complete, signed, notarized NCBE application and all attachments thereto that you submitted to the NCBE, click on the paper clip next to NCBE Application:

Dashboard > Fill Out Application > **My Application Details**

My Application Details: Application for First Time Applicants - February 2014











[View Full Application](#)

Applicant Name: Rebecca Farm
Application Type: Application for First Time Applicants - February in Murfreesboro
Test Period: February 2014
Test Location: Embassy Suites
1200 Conference Center Blvd
Murfreesboro, Tennessee 37129

Payment Status: Unpaid

Items

Letters

Upload	Item	File(s)
		Q3 Application Supplemental Farm.pdf 
		Rec Letter Prof Jones.pdf 
		Rec Letter Judge Jennifer.pdf 
	Certified Record of the Court in which admitted	
	Documentation of non U.S. Education	
	Foreign Transcripts	
<input checked="" type="checkbox"/>	Law Degree Verification	
	Letter of Good Standing	
	NCBE Application	
	Non-US Attorney Letters	
	Non-US Record of License	
	Professional Recommendation Letter #3	

Attached a pdf of a conformed copy of the complete NCBE application with attachments

A small window displays after clicking the paper clip:

Tennessee Board of Law Examiners

Currently logged in as veredmom@hotmail.com. [Logg](#)

[Dashboard](#) > [Fill Out Application](#) > [My Application Details](#)

My Application Details: Application for First Time Applicants - February 2014

[View Full Application](#)

Applicant Name: Rebecca Farm

Application Type: Application for First Time Applicants - February in Murfreesboro

Test Period: February 2014

Test Location: Embassy Suites
1200 Conference Center Blvd
Murfreesboro, Tennessee 37129

Payment Status: Unpaid

Upload Attachment

Item: NCBE Application

Description:

Item Note: NCBE Application plus attachments

Upload File:

NCBE Application plus attachi Select

NCBE Application Supp Divor Select

Add

Upload File Cancel

Describe the attachments and click add when uploading more than one document; click upload file when complete.

Select your .pdf document(s), adding additional lines as needed. Once all are selected, click Upload File. The NCBE application is no longer visible in your Items list but the top of the list includes the uploaded documents. It may take a few minutes for large files to upload.

Once your NCBE Application is uploaded, you may click on the paper clip for any other document you wish to upload. For example, suppose you checked on the on-line application that there was additional information that was not otherwise disclosed:

3. Is there any other incident, event, act or condition not herein before referred to having a bearing upon your character or fitness for admission to the bar? If your answer is yes, please enter a detailed explanation and attach documentation, if any.	<input checked="" type="radio"/> Yes <input type="radio"/> No
<div>I was a juvenile offender. A copy of the expunged record is attached.</div>	













You will add the copy of the record or any further explanation by clicking on the paper clip next to Additional Documentation as Requested:


[Dashboard](#) > [Fill Out Application](#) > **My Application Details**

My Application Details: Application for First Time Applicants - February 2014

[View Full Application](#)

Applicant Name: Rebecca Farm	Payment Status
Application Type: Application for First Time Applicants - February in Murfreesboro	
Test Period: February 2014	
Test Location: Embassy Suites 1200 Conference Center Blvd Murfreesboro, Tennessee 37129	

Items	Letters
Upload	Item
	File(s)
	Additional Documentation as Requested
	Certified Record of the Court in which admitted
	Documentation of non U.S. Education
	Foreign Transcripts
	Law Degree Verification
	Letter of Good Standing
	NCBE Application
	Non-US Attorney Letters
	Non-US Record of License
	Professional Recommendation Letter #1
	Professional Recommendation Letter #2
	Professional Recommendation Letter #3



A window will display. Enter an item description then add the files; when done, click Upload File(s):

Dashboard > Fill Out Application > **My Application Details**

My Application Details: Application for First Time Applicants - February 2014

[View Full Application](#)

Applicant Name: Rebecca Farm

Application Type: Application for First Time Applicants - February in Murfreesboro

Test Period: February 2014

Test Location: Embassy Suites
1200 Conference Center Blvd
Murfreesboro, Tennessee 37129

Payment Unpaid Status:

Upload Attachment

Item: Additional Documentation as Requested

Description:

Item Note: Copy of Expunged Record

Upload File:

Q3 Application Supplemental

Select

Add

Upload File Cancel

Click Select to browse for the .pdf file to upload; if you have more than one file, click Add, then Select again. Once you have all files added, click Upload File

NOTE: YOU WILL WANT TO ADD ADDITIONAL FILES FOR EACH SUPPLEMENT YOU NEED TO UPLOAD; OTHERWISE, YOU WILL NEED TO SUBMIT AN AMENDMENT TO ADD ADDITIONAL DOCUMENTS. For example, if you have supplemental information for other questions in the online application, you would add all items not otherwise listed in the “additional documents” tab.

If you have received a professional recommendation letter, you may upload that the same way:

Items **Letters**

Upload	Item	File(s)
	Foreign Transcripts	
✉	Law Degree Verification	
	Letter of Good Standing	
	NCBE Application	
	Non-US Attorney Letters	
	Non-US Record of License	
	Professional Recommendation Letter #1	
	Professional Recommendation Letter #2	
	Professional Recommendation Letter #3	
	Resume	
✉	Undergraduate Degree Verification Form	
	Withdrawal from exam	

Upload each letter as a separate item with the name of the reference in the document name

Click the paper clip and add the letter:

[Dashboard](#) > [Fill Out Application](#) > **My Application Details**

My Application Details: Application for First Time Applicants - February 2014

[View Full Application](#)

Applicant Name: Rebecca Farm

Application Type: Application for First Time Applicants - February in Murfreesboro

Test Period: February 2014

Test Location: Embassy Suites
1200 Conference Center Blvd
Murfreesboro, Tennessee 37129

Payment Unpaid Status:

Items

Letters

Upload	Item
	Certified Rec
	Documentation
	Foreign Trans
	Law Degree V
	Letter of Good
	NCBE Applicat
	Non-US Attorn
	Non-US Record of License
	Professional Recommendation Letter #2
	Professional Recommendation Letter #3

Upload Attachment

Item: Professional Recommendation Letter #2

Description:

Item Note: Letter From Judge Jennifer

Upload File: Rec Letter Judge Jennifer.pdf

When you have finished uploading documents, you will have a list of items that begins with the uploaded documents:

[Dashboard](#) > [Fill Out Application](#) > **My Application Details**

My Application Details: Application for First Time Applicants - February 2014


















[View Full Application](#)

Applicant Name: Rebecca Farm
Application Type: Application for First Time Applicants - February in Murfreesboro
Test Period: February 2014
Test Location: Embassy Suites
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Murfreesboro, Tennessee 37129

Payment Status: Unpaid

Items

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		NCBE Application plus attachments.pdf 
		NCBE Application Supp Divorce.pdf 
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	Documentation of non U.S. Education	
	Foreign Transcripts	
	Law Degree Verification	
	Letter of Good Standing	
	Non-US Attorney Letters	
	Non-US Record of License	

You may come back to this screen to add additional information as you receive it. If you need to change or add additional information, please submit an amendment.

Once you have uploaded documents, the item you uploaded is no longer available and the .pdf documents are listed at the top of the Items list:

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